

DUTY STATEMENT

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| ORGANIZATION (DIVISION/REGION/BOARD) Division of Drinking Water | UNIT Northern Engagement Unit | POSITION # 880-454-3846-010 | DATE April 8, 2021 |
| NAME OF EMPLOYEE (IF APPLICABLE) Vacant | | | |
| CURRENT CLASSIFICATION Water Resource Control Engineer | | PROPOSED CLASSIFICATION (IF APPLICABLE) | |
| NAME OF SUPERVISOR Brian Kidwell | | | |
| CURRENT CLASSIFICATION OF SUPERVISOR Senior WRCE, Division of Drinking Water | | REVIEWED AND APPROVED BY SIGNATURE | |
| SUPERVISION EXERCISED (IF APPLICABLE) | | | |
| 1. DIRECTLY SUPERVISED | | 2. INDIRECTLY SUPERVISED | |
| NO. OF EMPLOYEES | CLASS TITLE | NO. OF EMPLOYEES | CLASS TITLE |
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| DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED. | | | |
| % OF TIME | DUTIES | | |
| | <p>The Water Boards values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to preserve, enhance, and restore the quality of California's water resources and drinking water for the protection of the environment, public health, and all beneficial uses, and to ensure proper water resource allocation and efficient use, for the benefit of present and future generations. Join the Water Boards to improve the lives of all Californians.</p> <p>Under the close supervision of the Senior Water Resource Control Engineer of the Northern Engagement Unit in the Division of Drinking Water (DDW), and consistent with good customer service practices and the goals of the State and Regional Water Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments. The incumbent is expected to value and to commit to fostering diversity which includes working with and providing services to a variety of backgrounds, cultures, personal experiences, and unique ideas that inspire innovative solutions to further our mission. This position will primarily focus on efforts related to the Safe and Affordable Drinking Water Program, which will improve climate change adaptation and resiliency of disadvantaged communities by helping public water systems provide an adequate and affordable supply of safe drinking water. The Water Resource Control Engineer (WRCE) will focus on consolidation and Administrator activities for affected water systems primarily focused in the Northern California Branch of DDW. Responsibilities include, but not limited to: consolidation of water systems, appointment of administrators, and continuous updating of the needs analysis and assessment activities for affected water systems in California. Travel to perform the duties below is required. Specific responsibilities include:</p> | | |
| 45% | <p>Assess and identify public water systems that are at risk or are failing to meet drinking water quality standards in coordination with DDW District Engineers, coordinate the steps of potential voluntary or ordered consolidation, and the appointment of</p> | | |

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| | <p>Administrators and overseeing their activities. Conduct inspections of small water systems that fail or threaten to fail to provide an adequate supply of safe drinking water to evaluate the potential for consolidation with a receiving water system. Onsite inspection activities include water source intakes, treatment plants, storage and distribution facilities. Review system operational, financial and managerial records, procedures, and all required administrative programs; data gathering necessary to maintain and update system inventory and inspection information. Travel to perform these functions is required. Oversee and direct a means of providing interim safe potable water when warranted. Provide technical assistance and work with District staff, receiving water systems, Administrators, and the potentially subsumed water system on compliance orders, solution planning, funding packages, and completion of projects to address drinking water issues. Coordinate and implement public meetings/hearings for each potential consolidation and Administrator project for public comment and testimony. Coordinate all legal issues with State Water Resources Control Board (SWRCB) attorney on voluntary and SWRCB ordered consolidations or extension of service. Consult with the local agency formation commission and with the California Public Utilities Commission when consolidation involves a privately-owned water system.</p> |
| 30% | <p>Assist in the development of State Water Board policies, legislation, and setting of objectives as part of the management team. Represent the State Water Board in consolidation outreach efforts; give presentations to internal and external groups in culturally diverse and sensitive regions; advocate for community engagement; understand, communicate with and effectively interact with diverse communities; and develop training programs. Evaluate maps, graphics, software, and other materials for effective presentations.</p> |
| 15% | <p>Answer technical and regulatory questions from the public, State Water Board staff, Regional Water Board staffs, other state and local agencies, and the regulated community. Prepare a variety of special periodic reports. Review and evaluate engineering and technical matters in support of the Field Operations Branches and Program Management Branch. Provide technical support to other State Water Board organizations by the development of policies, strategies, regulations and guidelines.</p> |
| 5% | <p>Represent the DDW Program, SWRCB and liaison to U.S. Environmental Protection Agency (EPA), county health departments, Department administration and other state and federal regulatory agencies. Attend conferences, workshops, seminars and other training opportunities for the purpose of staying educated in the latest developments in the water industry.</p> |
| 5% | <p>Other duties as required.</p> |
| <p>Employee Signature: _____ Date Signed: _____</p> | |